Note for Robinson, Yvette

From: Robinson, Yvette

Date: Wed, Jun 21, 1995 5:39 PM

Subject: URGENT - MILITARY ADVERTISING

To: Fontanez, Jose

Cc: Anderson, Shalena; McGrath, Kathleen

PLEASE, PLEASE, PLEASE GET BACK ALL ARTWORK/BOARDS FROM MARIA B. TOMORROW - ALL ROP ONLY - MUST BE RETURNED TO ALEXANDRA SHAPIRO AT LEO BURNETT THEY MUST BE RETURNED TOMORROW. HER EXTENSION IS X5647. THERE SHOULD BE ANY WHERE FROM 15-20 BOARDS. I HAVE LEFT A MEMO ON SHALENA'S CHAIR AND ONE ON JOSE'S CHAIR GIVING DIRECTION TO ALEXANDRA, LEO B. I HAVE ALSO LEFT THE 2 REQUISITIONS WITH DIRECTIONS FOR LORRIE ZINSER. SHE SHOULD HAVE THE THIRD REQUSITION FOR BANNERS.

ALL ARTWORK IS MARKED AT THE BOTTOM OF THE BOARDS, WHETHER THEY ARE ROP, POSTERS, ETC.

LORRIE ZINSER IN PURCHASING GETS ALL ARTWORK FOR POSTERS, BANNERS, AND FLYERS ALONG WITH THE MEZZO IN A LEO B. ENVELOPE IN MY OFFICE MARKED "MEZZO"

IF YOU ARE CONFUSED ABOUT WHAT PIECES GO WHERE GIVE HER A CALL, SHE SHOULD KNOW. PLEASE LET HER KNOW THE STATUS EITHER WAY. AGAIN, SHE CAN BE REACHED AT 725647. ANY QUESTIONS, YOU KNOW HOW TO REACH ME. THANKS.

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